

We are pleased to make the church building available for our church members, in coordination with our regular ministry activities. Please complete this form so that the Deacon Board may review the suitability of your request. Upon completion, please return to the church office or attach by email and send to: growing@claytonbaptist.com

CLAYTON BAPTIST CHURCH
110 S. Delsea Drive • CLAYTON, NJ 08312
856.881.5454 • www.claytonbaptist.com

CALENDAR/FACILITIES RESERVATION FORM
(Submit at least 2 weeks in advance)

Today's Date: _____

Date of Activity: _____ to _____

Time of Activity: _____ to _____

Church Member Contact Person: _____

Activity Planned by: _____
(Individual/Group)

Type of Activity Planned: _____
(Party, Sleepover, Gym Night, etc.)

Purpose of Activity: _____

Number of People Expected: _____

Guests Invited: _____

Facilities Requested:

- 1. Kitchen _____
- 2. Gym _____
- 3. Fellowship Hall _____
- 4. Chapel _____
- 5. Auditorium/Sanctuary _____
- 6. Classroom(s) _____ Specify: _____
- 7. Nursery _____
- 8. Library _____

Equipment Needed:

- 1. Sound Rm. Equip. _____ Specify: _____
- 2. Microphones _____ Specify: _____
- 3. Video Projector _____
- 4. Portable PA System _____
- 5. Screen _____
- 6. Portable PA System _____
- 7. Easels/Blackboards _____ Specify: _____
- 8. Overhead Projector _____
- 9. Musical Equipment _____ Specify: _____
- 10. Chairs _____ How Many?: _____
- 11. Tables _____ How Many?: _____
- 12. Gym Equipment _____ Specify: _____

If **audio/visual assistance** is needed, please specify: _____

If **janitorial services** are needed, please specify: _____

If **kitchen assistance** is needed, please specify: _____

If **transportation** by church bus/van is needed, please specify:

Destination: _____

Time of departure from church: _____

Approximate arrival back to church: _____

Approximate number of passengers: _____

Driver: _____

Request submitted by:

Name: _____

Email: _____

Address: _____

Phone: _____

Approved by: _____

Date: _____

*Please remember that all rooms must be clean and put back in order, (including turning off lights, heaters, air conditioners, etc.) and all equipment used be returned to its proper place.

**Please attach schedule or agenda to this form.